



Full-time University Level Welcome Guide 2026

UNIVERSITY
LEVEL



Welcome

On behalf of everyone at Nottingham College we extend a very warm welcome to you as a new University-Level/Higher Education student and sincerely hope that you develop and succeed in your studies whilst here.

Making this choice opens up a world of new and exciting opportunities. Our aim is to support and further your endeavours throughout your time with us. As a result of taking a degree, you will develop a wide range of skills designed to prepare you well for the future.

The College is divided into various curriculum areas who are responsible for the day-to-day teaching and management of your study programme and individual progress. Your main point of contact is the Course Leader, who will be a senior lecturer.

The University-Level Study Team is available to provide advice and information on matters such as student finance and welfare, accommodation and to help you with any difficulties or concerns that may arise.

Do enjoy the summer and we look forward very much to meeting you in September.

If you have any questions in the meantime, please don't hesitate to get in touch.

Best wishes

University-Level Study Team

0115 838 0700 | 0115 838 0541 | 0115 838 0610

he.team@nottinghamcollege.ac.uk

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University-Level Study Calendar for 2026-27

AUTUMN TERM

Welcome Week (including Induction and Enrolment): week commencing Monday 21st September 2026.

Classes begin: week commencing Monday 28th September 2026.

Reading weeks/half-term: 2 weeks commencing Monday 19th October 2026.

College closes for Christmas: Friday 18th December 2026.

SPRING TERM

Classes begin: Monday 11th January 2027.

Reading week/half-term: week commencing Monday 15th February 2027.

College closes for Easter: Thursday 25th March 2027.

SUMMER TERM

Classes begin: Tuesday 12th April 2027

Early May Bank Holiday: Monday 3rd May 2027

Reading week/half-term: week commencing Monday 31st May 2027

Official End of Term: Friday 11th June 2027 – do check with your course leader for any examinations or final projects.

Your course leader will provide further information relating to study schedules/timetables as part of your induction week.

For final year graduating students:

Graduation 2027 - Friday 26th November 2027 – more details to follow

Introducing the University-Level Study Team

This team - based at our Basford campus - looks after the needs of uni-level students at all campuses. If you have any questions to do with:

- finance and welfare
- accommodation options
- exam results
- progression opportunities
- graduation

Do please get in touch – we're here to help. Our main contact numbers are:

0115 838 0700 (general enquiries) 0115 838 0612 (finance & welfare)

0115 838 0541 0115 838 0541 (graduation)

0115 838 0610

Email: he.team@nottinghamcollege.ac.uk

Postal address: University-Level Study Team
Room G05 - NSEC Building
Nottingham College Basford
664 Nuthall Road
Nottingham
NG8 6AQ

The Office at Basford campus is open for counter service enquiries:

Mondays to Thursdays 8:30am to 4:30pm and Fridays 8:30am to 4:00 pm.

Find us in Room G05 on the ground floor of the NSEC building, next door to the main campus.

Your first week

For all students, the first few weeks can be quite daunting. It means getting to know new people, maybe a new place to live in an unfamiliar city; as well as studying at a faster pace and more intensive level than before.

We try and reduce the stress as much as we can, by having an Induction and Enrolment week for our new uni-level students.

The main features are:

Induction

Week commencing Monday 21st September 2026

We will be holding sessions in individual groups on-campus. You'll be officially welcomed as a uni-level student here at Nottingham College and introduced to some of the support facilities available. We'll give advice on financial matters, including our bursary schemes. You'll find more details of these inside this Welcome Guide.

Enrolment

For most courses - week commencing Monday 21st September 2026.

Please see the attached personal letter in this pack or our website for full details.

Each course group will have a designated time slot to enrol. This is when you formally register on your chosen course and arrange to pay the tuition fee.

We will check your proof of ID documents (see the guidance sheet included with this Welcome Pack) and arrange for payment of fees (see panel on the right and the section on Payment Options - pages 14-15).

You will have your photo taken for your official ID card so you can gain full access to campuses and use Library resources.

UNIVERSITY-LEVEL WELCOME EVENT

Save the date! The University-Level Welcome Event is an important part of your induction and is for all new and returning University-Level students.

Join us to kick-start the academic year, meet fellow students, and find out all you need to know about uni-level life. You'll have the chance to take part in fun activities and games, visit a variety of internal and external stalls, speak to the Students' Union and University-Level Team, and pick up useful information on student finance, bursaries, wellbeing, careers, and the support available throughout your course. There will also be plenty of exclusive discounts, offers and freebies to collect.

WHEN? Monday 28th September

11:00–11:30am – Sensory Friendly Session
(quieter session with reduced noise and fewer people)

11:30am–1:00pm – Main Welcome Event
(all new and returning University-Level students)

WHERE? Fletchers Theatre, City Hub Campus

Attending this event is a great way to begin your year, make new connections, and discover the opportunities, support and experiences available to you as a University-Level student.

We look forward to welcoming you!

BOOK YOUR PLACE HERE

Induction

For the remainder of the first week, you will normally be in your new course group. Your course leader will have an Induction programme planned which may include:

- Orientation tour of your campus – showing facilities available.
- Library visit.
- Visit to Nottingham Trent University Library (for degrees awarded by NTU).
- Information on resources for degrees awarded by The Open University, University of Derby and Pearson.
- Explanation of the course structure, modules studied, methods of assessment and coursework, including how and where to hand in your work.
- 'Housekeeping' rules for your course (such as policies on attendance, lateness, clothing, etc.).

Course Representatives

Be a changemaker – our course reps play an important part in representing uni-level students' views and helping to keep standards high. As a Course Rep you can voice not only your own views, but also act as a spokesperson for everyone on your course. This gives you the opportunity to make a real impact and help make the experience for all uni students even better.

You can develop important skills such as:

- Problem solving
- Researching and reporting
- Working as part of a team
- Communicating
- Debating
- Presenting concepts and ideas
- Building your self-confidence

You'll be invited to attend regular management forums, academy-focused meetings, student-led events and much more.

In addition to an induction programme at the beginning of the academic year, the college's recognition scheme means you can show on your CV that you helped to make a difference.

Safety on campus

For everyone's safety, all students, staff and visitors must wear a valid ID lanyard or pass on-campus at all times. Members of staff have instructions to challenge anyone found without a valid ID card or visitor's pass.

- At Basford, Highfields and the City Hub, there is a compulsory swipe card system for entering and leaving the buildings.
- At The Adams Building, you must clearly wear your lanyard at all times.
- Keep your personal belongings with you.
- If you lose any of your belongings, report to campus Reception immediately.
- Please co-operate with our Reception Teams and Security staff; the safety and well-being of everyone is their primary responsibility.

Students' Union and TOTUM card

As well as being the student voice of the College, the National Union of Students (NUS) also organises trips, clubs, campaigns and elections; so keep a look out for activities on your campus noticeboard or the dedicated pages on the Nottingham College website.

You can apply for a TOTUM card (previously called NUS Extra), which gives access to hundreds of online savings, reduced prices on cinema, theatre and sports tickets; and discounts in shops, clubs and restaurants.

There are different bundles to suit your needs and you can apply for 1, 2 or 3 years' worth of membership.



You can get full details of the latest discounts and apply for your card online at www.nus.org.uk or www.totum.com



2026 Accommodation options

If you're moving to Nottingham to study, one of your biggest concerns may be about where you're going to live.

But as one of the UK's most popular student cities, there are lots of options available within a wide range of budgets.

Although Nottingham College doesn't manage its own halls of residence, we know our city very well and can provide practical information on accommodation options.

There are many choices all within easy reach of our main campuses.

Private student halls – City Centre

Nottingham is well provided with privately-managed student halls.

There are several in the heart of the City Centre - handy for all our campuses:

Name	Address	Website
Liberty Point	Curzon Street NG3 1DJ	www.libertyliving.co.uk
Crown Place	1 St Ann's Well Road NG3 1BH	www.prestigestudentliving.com
The Glasshouse	Union Road NG3 1FG	www.mansionstudent.co.uk
IQ Exchange	143 Lower Parliament St NG1 1EE	www.iqstudentaccommodation.com/nottingham
IQ Nelson Court	2 Nelson Street NG1 1EB	
The Laceworks	Queens Road NG2 3UR	www.mystudenthalls.com
Study Inn Nottingham	Clarendon Street NG1 5NT	www.studyinn.com
Medici Nottingham	1 Hockley NG1 1FH	www.crm-students.com
The Waterways	1 Pump Way, Lower Parliament Street NG1 1AB	www.thisisfresh.com/nottingham/the-waterways
Fusion Nottingham	1 King Edward Street NG1 1BN	www.fusionstudents.co.uk
Trinity Square	North Church Street NG1 4BR	www.derwentstudents.com
Goldsmith Court	Chaucer Street NG1 5LG	www.mystudenthalls.com
Avalon Court	Glasshouse Street NG1 2LP	www.xeniastudents.com
Clare Court	Clare Street/Glasshouse Street NG1 3BX	www.megaclose.com/clare-court
Mansion Place	2 Boston Street NG1 1BG	www.mansionstudent.co.uk
Minerva House	Spaniel Row NG1 6EP	www.xeniastudents.com
Castle Gate Haus	32-44 Castle Gate NG1 7AT	www.dwellstudent.co.uk
Archer House	14-22 Castle Gate NG1 7AW	www.dwellstudent.co.uk
Cleaves Hall	6 Castle Gate NG1 7AS	www.cleaveshall.co.uk/student-accommodation
Maid Marian House	51 Hounds Gate NG1 6BB	www.xeniastudents.com

Just outside the City Centre are:

Name	Address	Website
Orbital	Canning Circus NG7 3GE	www.wearehomesforstudents.com
Graystacks	171 Castle Boulevard NG7 1GY	www.wearehomesforstudents.com
Nottingham Square	Russell Street NG7 4FL	www.wearehomesforstudents.com
Cotton House	Norwood Road NG7 3BR	www.unipolhousing.org.uk/cottonhouse
Manor Village	160 Faraday Road NG7 2DU	www.manorvillages.co.uk
Madison Gardens	Faraday Road NG7 2EG	www.almerostudent.com
Redgate	15 Traffic Street NG2 1NE	www.mezzino.com/property/redgate

More accommodation options

There are other options which you might wish to consider, such as sharing a house, or renting a flat or room from a private-sector landlord. Again, there are a large number of properties available in the Nottingham area. You can also check local newspapers or online for up-to-date vacancies.

These websites have been suggested by current students as being useful:

www.unipol.org.uk

www.rightmove.co.uk

www.mystudenthalls.com

www.padsforstudents.co.uk

www.sturents.com

www.accommodationforstudents.com

www.megaclose.com

www.spareroom.co.uk

www.easyroommate.com

www.unilodgers.com

www.student-cribs.com

Important note:

Whilst we endeavour to provide information regarding local accommodation options, this cannot be considered as being advice or a recommendation of these properties or the owners/landlords concerned.

Nottingham College does not have any financial, contractual or other relationships with private accommodation providers.

You should always read contracts carefully and, if necessary, take independent advice before entering into a legally-binding agreement.

Nottingham College Learning Resource Centres/Libraries

We want our uni-level students to feel comfortable and at ease in the Learning Resource Centres, and to provide you with a supportive environment conducive for effective learning.

You will normally have an orientation tour as part of your course induction, where you will meet the expert staff and be able to familiarise yourself with the facilities at your campus.

Students can use any of our Learning Resource Centres, not just the one where you're normally based. For full details of opening times and facilities- please visit our website or call the number below:

Campus	Phone Number	Email
Adams Building	0115 838 0630	libraryadams@nottinghamcollege.ac.uk
Basford	0115 838 0633	librarybasford@nottinghamcollege.ac.uk
City Hub	0115 838 0013	librarycityhub@nottinghamcollege.ac.uk
High Pavement	0115 912 5512	libraryhighpavement@nottinghamcollege.ac.uk
Highfields	0115 884 2270	libraryhighfields@nottinghamcollege.ac.uk

Resources

Our Libraries have a huge range of resources to support your studies including:

- Books
- Journals
- CDs
- DVDs

There are more than 100,000 resources across all of our centres.

To find out if they have what you need - just search the Online Catalogue.

In addition to print and other physical resources, there are many online resources that you can use in college or at home, accessed via the Virtual Library.

If you've never searched it before, just pop in to any library and ask one of the friendly and knowledgeable staff to show you.

They'll be delighted to help!

Inductions

You will normally visit your campus Learning Resource Centre as part of your Induction and Welcome Week activities.

Staff will be on hand to explain what facilities and resources are available and to assist with research enquiries relating to your specific areas of study.

NTU Library Access for 2026-27

Nottingham College uni-level students on courses awarded by Nottingham Trent University can access NTU library services (City, Clifton and Brackenhurst campuses) as Associate Readers.

You must apply for an Associate Readers card. We recommend applying for the Associate Readers card at the start of the academic year as you cannot access to the NTU libraries until this process has been completed.

You will receive more information on how to use the NTU libraries as part of your Welcome Week and Induction activities.

Restriction of library access during the 2027 summer exams

Nottingham College students (except those on our Bachelor of Arts (Honours) top-up courses) are not permitted to access NTU libraries during the university's busy summer exams period. Exact dates will be available nearer the time.

Please check the NTU libraries website: www.ntu.ac.uk/library

What your Associate Reader card gives you:

- Access to the Boots, Clifton and Brackenhurst Libraries during normal opening times.
- A borrowing allowance of 4 books/items at any one time from the:
 - Main lending
 - Short loan and
 - Audio Visual collections
- Access to photocopying (black and white or colour) at same rates as NTU students.
- Use of customer services staff to assist in finding materials.
- Reference access to print-based journals, magazines and newspapers.
- Reservations.

What your Associate Reader card does NOT give you:

- Access to a library computer, electronic resources or the wireless network (this is due to licensing arrangements which do not allow access for non NTU students/staff).
- Inter-library loans.
- Access to group study rooms.

NTU Library Applications

For students on courses awarded by Nottingham Trent University (NTU), your course leader will provide details of how to apply for your Associate Reader library card.

Opening Hours

Information about NTU Library opening hours is available from www.ntu.ac.uk/library

Academic Support

As you progress on to the next phase of your studies, so the skillsets required will need to develop too. As part of your course, you can receive help with the transition to university-level study by using our integrated academic study skills programme.

We have trained and friendly staff who can help you to succeed by improving your academic and study skills including:

- | | |
|--|---|
| • grammar and punctuation. | • critical analysis and reflection. |
| • writing essays, journals or reports. | • time-management skills. |
| • research skills. | • presentation skills. |
| • Harvard referencing. | • planning, researching and writing your project or dissertation. |
| • avoiding plagiarism. | |

Your first port of call for academic support should always be your course leader who – as a subject specialist – will be able to direct you to the most appropriate staff to assist. Individual or group tutorial sessions can be designed around specific study skills as required.

Learning Centre staff and Achievement Coaches are available at each campus to provide general academic support.

Criminal Conviction Disclosure

Nottingham College does not wish to deter applicants with a previous criminal record from taking advantage of the potential opportunities provided by university-level study.

In general, a criminal record should not be regarded as an obstacle to further study or employment and taking the opportunity to put the past behind them.

However, the College has a legal duty of care to reduce the risk of harm or injury; and takes reasonable steps to ensure the safety and security of its community (students, staff and visitors).

As a condition of taking their place, applicants are required to disclose any relevant, unspent criminal convictions.

For some courses (e.g. law, accountancy, early years, social work and teaching) applicants are required to disclose all convictions (whether spent or unspent) and/or cautions and to undergo a Disclosure and Barring Service (DBS) application (previously known as a Criminal Records Bureau (CRB) check), and any other necessary checks both before and after enrolling.

The College will inform applicants if and when such checks are required.

To summarise:

1 All applicants:

We are required to ask if they have a 'relevant' and 'unspent' criminal conviction (as defined by the Rehabilitation of Offenders Act 1974).

Please see the guidance notes below.

2 For applicants to 'Regulated Courses' (listed below) - those associated with working with children or vulnerable adults - we must ask if they have any previous convictions, whether spent or unspent.

Regulated courses offered by the College in academic year 2026-27 are:

- BA (Hons) Applied Education Studies
- BA (Hons) Criminology
- BA (Hons) Early Years Education and Care
- BA (Hons) Football Studies
- Certificate in Education (CertEd)
- Diploma in Education (DipEd)
- Foundation Degree Early Years Studies
- Foundation Degree Supporting Teaching and Learning
- Postgraduate Certificate of Education (PGCE)

What is a relevant criminal conviction?

Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings, binding over orders (or similar) involving any of the following:

- Violence of any kind - including (but not limited to) threatening behaviour, offences concerning an intention to harm or offences resulting in actual bodily harm.
- Sexual offences – including those listed in the Sex Offences Act 2003.
- Unlawful supply of controlled drugs or substances where the conviction involves commercial drug dealing or trafficking.
- Offences involving firearms.
- Offences involving arson.
- Offences involving terrorism – including those listed in the Terrorism Act 2006.

There are a number of offences which will normally be ignored as individual blemishes on an otherwise clear record - such as motoring offences, soft drug possession (not dealing), graffiti and minor 'teenage' skirmishes.

'Spent' convictions (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and normally - do not need to be disclosed - unless you are applying for a 'Regulated' course (one associated with working with children or vulnerable adults).

What does 'spent' mean?

If a person does not re-offend during their rehabilitation period, the conviction becomes 'spent' (as defined by the Rehabilitation of Offenders Act 1974). Spent convictions are not considered to be relevant and should not be disclosed - unless applying for one of the 'Regulated' courses listed above..

The time it takes for a criminal record to become spent depends on the sentence received and the age of the individual at the point of conviction. Please note that certain offences (such as those with a sentence of 30 months or more) are never spent.

Convictions outside the United Kingdom

If an applicant has been convicted of a similar offence by a court outside the United Kingdom, and that conviction would not be considered as spent under the Rehabilitation of Offenders Act 1974, it should be treated as unspent and disclosed.

Convictions after application

If you are convicted of a relevant criminal offence after applying, the College must be told. Full details of the offence are not required at that point; simply that there is now a relevant criminal conviction. We will then ask for further details to be provided - In Confidence - so we can make an informed decision.

After disclosure

We are obliged to consider whether any spent or unspent criminal convictions or related information are compatible with taking up a place or continuing on the course.

The College may be under a duty to disclose information about you to professional, regulatory or statutory bodies.

Possible action

After considering the information contained within a disclosure and carrying out a risk assessment - the College may:

1. Give approval for the applicant to continue with their application and/or enrolment.
2. Impose conditions and/or restrictions on a student's offer, admission, enrolment or study to help manage any identified risks.
3. Refuse enrolment and/or to terminate a student's offer or contract.

Data Protection

The College will treat all information disclosed with respect and in accordance with its legal obligations for the fair and lawful processing of information.

Criminal Convictions Policy and Procedure

Our responsibilities and a flowchart showing the procedure for dealing with disclosures are explained in full in the Criminal Conviction Disclosure Policy and Procedure - which you can view on our website:

<https://www.nottinghamcollege.ac.uk/about-us/corporate/policies-and-reports/higher-education-criminal-conviction-disclosure-policy-and-procedure>

If you have any concerns relating to the policy, please contact the University-Level Study Team for further advice or information.

Student Finance

Nottingham College has lower tuition fees than most other providers. Eligible students can apply for a loan to cover their fees through their national student finance service (e.g. Student Finance England).

Fees for full-time uni-level students beginning a course in September 2026 are:

Course	Fees
Bachelors (Honours) degrees– 3-years Full-time (all years)	£8,250
Bachelors (Honours) – 1-year top-up degrees Full-time	
Foundation Degrees Full-time (all years)	
Higher National Diploma (HND) and Higher National Certificate (HNC) Full-time	

IMPORTANT NOTE

We strongly recommend applying to your national student finance service as early as possible, to make sure you have everything in place before starting your course. Applications normally take 6 – 8 weeks to process, so consider this when planning your finances.

At enrolment, if your loan has not been approved, you will be required to:

1. Set up an instalment plan, promising to pay your own fees pending a successful loan application AND
2. Pay a security deposit of £100.00, to be refunded when your loan has been approved.

Maintenance Loans

Maintenance loans are available to help full-time and some part-time students with cost-of-living expenses whilst studying. Maintenance is normally paid in three equal instalments at the beginning of each term and is paid by bank transfer into your designated bank account. You will receive a letter from your national student finance service confirming the payment dates for each term.**

**Please note: the first instalment of your maintenance will only be released by the Student Loans Company once they have received a secure online verification from Nottingham College that you have enrolled on your course.

You should allow at least 3 working days (not counting weekends) from the time of verification for the funds to reach your bank account.

Maintenance loans are allocated based on:

- Household residual income
- Whether you are living at home or away whilst you study.

Please check with your national student finance service (e.g. Student Finance England) for more information.

*For students starting in September 2026. If you started your HE study before this time, other terms may apply.

Always check with your national student finance provider. Details provided by Student Finance England and correct as at June 2026.

Student Loan Payment Dates

INSTALMENT 1	(from) MONDAY 21st SEPTEMBER 2026 (see below)
INSTALMENT 2	MONDAY 4th JANUARY 2027
INSTALMENT 3	MONDAY 12th APRIL 2027

These dates are the ones given to the Student Loans Company as the official start of each term, when maintenance loan instalments are scheduled to be paid. These dates will also appear on your student loan confirmation letter.

INSTALMENT 1

Please note: the first maintenance instalment (for Term 1) can only be paid following confirmation of your formal registration with the College. This is done via a secure link direct to the Student Loans Company.

We will usually do this in your presence as part of our standard enrolment process – so you can be reassured it has been completed successfully. We'll talk you through the procedure as it happens and feel free to ask any questions.

Student Loans Company advice is that the first payment should normally be received within 3 working days of the confirmation being input.

You will normally receive a text message from student finance once your registration has been confirmed, together with an estimated time for the first maintenance instalment to be paid. You can also check the current status via your online student finance account.

INSTALMENTS 2 AND 3

Once your initial registration has been completed, payments for Terms 2 and 3 are sent automatically on the first day of term: 4 January and 12 April 2027.

Paying for your course

Uni-level students have the following choices:

- 1** Take a student loan for your fees
- 2** Pay while you study (using our instalment plan options)
- 3** Part loan/part payment or
- 4** Obtain sponsorship (normally by your employer)

1. Student Loan

If you choose to take a student loan for your fees, this must be approved in advance by your national finance service.

You can apply for any amount up to our standard fee of £8,250.

If approved, the tuition fee loan is paid directly to the College.

Apply directly to the appropriate national service:

England Student Finance England	0300 100 0607	www.gov.uk/studentfinance
Scotland Student Awards Agency Scotland	0300 555 0505	www.saas.gov.uk
Wales Student Finance Wales Cyllid Myfyrwyr Cymru	0300 200 4050	www.studentfinancewales.co.uk www.cyllidmyfyrwrycymru.co.uk
Northern Ireland Student Finance NI	0300 100 0077	www.studentfinanceni.co.uk

IMPORTANT NOTE - IF YOU ARE TAKING A TUITION FEE LOAN:

At enrolment - you may be asked to provide evidence that your tuition fee loan has been approved. Confirmations from your national student finance service (e.g. Student Finance England) are now sent digitally, so please make sure you can log into your online account if necessary.

If you are still waiting for your loan to be approved, you will be required to:

1. Set up an instalment plan, promising to pay your own fees pending a successful loan application AND
2. Pay a security deposit of £100.00, to be refunded when your loan has been approved.

For this reason, we strongly urge you to make sure that your finance is in place prior to enrolment.

2. Pay for your course while you study

If you are paying your own tuition fees, we have a range of instalment plans to help spread the costs throughout the academic year.

Our most popular is a 3-payment plan – this is where you pay one third of the tuition fee towards the start of each term. For this scheme -collection dates will be on or after:

1st December 2026

1st February 2027

1st May 2027

Other instalment plans are available. Please discuss with the Finance Team when you come to enrol. The first payment is due when you enrol. You can select your preferred payment date (either the 6th or 28th) of each month thereafter.

If paying by instalments - you should:

- Give us at least 7 working days' notice to amend/cancel your instruction.
- Ensure that you have cleared funds to cover a payment when it is due.
- Note that the payment plan applies to the current academic year only.

Self-funding students paying their own fees using the standard instalment plan of 3 payments (December, February, and May as above), will be required to pay a deposit of £100.00. This deposit is refundable upon the first tuition fee payment instalment being received.

3. Part loan/part payment

You can choose to take a loan for any part of your tuition fee. Apply via your national student finance service, inserting the amount of loan you wish to take. The loan will then be processed and approved in the normal way.

Present your loan agreement letter at enrolment and you can arrange to pay the remaining balance using your preferred method.

4. 14 day 'Cooling-off' period – 'Try before you Buy'

Nottingham College operates a 14-calendar day 'cooling-off' period for HE students.

A student can withdraw from their course up to and including 14 calendar days after enrolment and they will not be liable for any fees. The period will be calculated for each individual student based on their actual date of enrolment.

For clarity, the day you enter into your contract (by enrolling) is discounted and 'Day 1' of the cooling-off period is the following day. The 14-day window period includes weekends.

4. Sponsored Students

If a third party (such as your employer) is paying fees on your behalf, you must provide a signed letter or purchase order from your sponsor confirming that they agree to pay your fees. This should include the following information:

- your course title
- the amount which the sponsor is agreeing to pay on your behalf this can be:
 - by amount (e.g. £8,250)
 - by proportion (e.g. 50% or 100%)
- duration of sponsorship (e.g. for current year only or entire course of study)
- invoicing contact details:
 - name
 - full address
 - telephone number
 - email address
 - any reference/purchase order number which needs to be included in the invoice

If this is your preferred payment option, please contact our Finance Team for further information: call 0115 884 2803 or email income@nottinghamcollege.ac.uk.

As a sponsored student, you are still personally responsible for making sure that your tuition fees are paid. Should your sponsor fail to pay your tuition fees (in line with our agreed terms of business), the facility will be cancelled and you will be required to arrange payment of the outstanding balance directly to the College.

Repaying your student loans*

Repayments normally begin in the April following the end of your studies, provided that you are in work and earning more than the current threshold of £25,000 per year*.

This includes any overtime and bonuses as well as basic salary.

Repayments are deducted at source by your employer (in the same way as Income Tax and National Insurance).

You pay 9% of any income earned over the threshold.

Under current legislation, any loans still outstanding 40 years* after repayments were due to start will be written off.

*For students starting in September 2026. If you started your uni-level study before this time, different terms may apply. Always check with your national student finance provider.

Details provided by Student Finance England and correct as at June 2026.

Tuition Fees Policy

**Full details of the College's tuition fee policy can be found on our website:
www.nottinghamcollege.ac.uk**

Tuition fees and payment information are contained in our Fees policy. If you accept the offer of a place, you agree to pay all tuition fees (and other related costs/expenses), as and when they become due.

Tuition fees become due from the date of enrolment.

As an institution, we review our range of course fees annually and will publish them on our website www.nottinghamcollege.ac.uk as soon as they have been confirmed.

If you are being sponsored by a third party (e.g. by your employer), you still remain personally liable for ensuring that all appropriate fees are paid to the College when due.

You have a legal right to cancel your student contract within 14 calendar days of enrolment. The College has this policy in place to fully support your right as a consumer to cancel your registration within a 'cooling off' period.

Debt Recovery

Potential students are advised that Nottingham College actively pursues all outstanding accounts and in certain cases, may decide to use the services of an external debt collection agency.

University-level students with outstanding tuition fees will not be permitted to progress to the next stage of their course.

Students in the final year of their course with outstanding tuition fees will not be permitted to attend graduation, receive their certificate, academic transcript or results confirmation until all debts have been cleared in full.

For the avoidance of doubt, terminating study with the College (for whatever reason) does not exempt or release you from your obligation to pay any fees due.

Liability for Fees following Withdrawal

In the event of withdrawal, you will be liable for tuition fees from the date of enrolment until (whichever is the later of):

- 1. The date your formal notice of withdrawal is made to the College or**
- 2. The date of your last recorded attendance.**

If you decide to withdraw, you will be liable for tuition fees on a sliding scale, depending on the date that you inform the College – in writing – of your decision. Non-attendance of timetabled sessions does not constitute a withdrawal.

To withdraw from your course, you must notify your course leader by letter or email.

No fees will be charged if you withdraw within 14 calendar days from the date of enrolment. This is the 14-calendar day 'cooling-off' period allowed under UK consumer protection law.

In line with most other providers, the College charges course fees for withdrawn students as follows:

Term	Period description	% of full tuition fee to be charged
0	from the date of enrolment until the end of the 14 calendar day 'cooling-off' period **	0%
1	from the expiry of the 14 calendar day 'cooling-off' period until the end of Term 1 (when college closes for Christmas).	25%
2	from the start of Term 2 (January) until the Easter break.	50%
3	from the start of Term 3 (after Easter) until the end of the academic year	100%

** Expiry of the 14 calendar day 'cooling-off' period is calculated for each individual student based on their actual date of enrolment. For clarity, the day you enter into your contract (by enrolling as a student) is discounted and 'Day 1' of the cooling-off period is the following day. Once the withdrawal has been processed, our Finance Team will deduct any payments received and send a final invoice for any fees which remain outstanding.

Council Tax

This is a compulsory charge which pays for local council and public services (such as police and fire and rescue authorities). Full-time students can claim exemption from Council Tax, which can result in a reduction in the overall household bill.

Once enrolled, you can request a Council Tax Exemption Certificate from the University-Level Study Team at Basford campus.

Important note: we cannot provide Exemption Certificates before enrolment as this is against Council Tax regulations.

Pop into the office or email he.team@nottinghamcollege.ac.uk

Council Tax rules can be complicated. If you are in any doubt about how much you need to pay, do check with your council, rather than wait for the red reminder to arrive (or even worse – a knock on the door from the debt collectors)!

Access to Learning Fund (ALF)

The College's Access to Learning Fund (ALF) provides discretionary financial support to uni-level students experiencing severe and unexpected financial hardship. It's specifically designed to help students to stay on their course, particularly those needing financial help with unforeseen costs that cannot be met from other sources of support.

ALF is discretionary and cash-limited so whether an award is made depends on the individual circumstances evidenced in the application and the availability of funds at that time. Students are eligible to apply if they are a 'home' undergraduate student, and have already accessed all other student funding available, such as Maintenance Loans, bursaries, etc.

The fund cannot help with payment of tuition fees under any circumstances.

Both full-time and part-time undergraduate students should consider applying for a tuition fee loan from their national funding body (e.g. Student Finance England).

Collect an ALF application form from the University-Level Study Team at Basford or email: he.team@nottinghamcollege.ac.uk

University-Level Study Bursaries for 2026-27

Nottingham College is pleased to offer three bursary schemes for its uni-level students:

1 Special Support Bursary

2 Care Leavers' Bursary

3 Student Carer's Bursary

IMPORTANT NOTE

Payment of the bursaries is conditional on satisfactory academic progress, satisfactory academic conduct and satisfactory attendance on your course. This will be checked with your course leader before each payment date.

Unless you have exceptional circumstances, your attendance should not drop below 85%.

Exceptional circumstances, e.g. absence due to illness, should be discussed with your course leader at the first opportunity.

Failure to meet any/all of these conditions will result in your Bursary being withheld.

You must be up to date with paying your fees.

1. Special Support Bursary

This offers up to £1,000 per year (depending on household income).

To be eligible, students must be paying the full-time tuition fee of £8,250; be in receipt of a maintenance loan and have a household income of £40,000 or below (as assessed by Student Finance).

In order to apply for the bursary, students must also meet the following criteria:

- have accepted a place to study on a full-time university-level course at Nottingham College.
- be a 'Home' student for fees.
- provide evidence of their official student finance assessment, showing the amount of their Maintenance Loan.
- not be in receipt of a bursary/scholarship from another source (e.g. NHS).

2. Care Leavers' Bursary

Care Leavers are eligible for a further £2,000 bursary in each year of study. To qualify, you must be:

- studying a full-time university-level course at Nottingham College
- a UK student under the age of 25 at the start of your course
- a young person who has been looked after for more than 13 weeks since they were 14, including some time at age 16 or 17 (this definition is provided by Become – a national organisation for Care Leavers).

Evidence of status will be required – please see the online application form for further guidance.

3. Student Carer's Bursary

Student Carers are eligible for a further £1,000 bursary in each year of study. This supports the needs of students who are also unpaid Primary Carers. A 'carer' is defined as 'someone who cares, unpaid, for a family member who, due to illness, disability, a mental health problem or addiction, cannot cope without their support.

Evidence of status will be required – please see the online application form for further guidance.

Bursaries will be allocated annually on a first come, first served basis. Forms must be received by the deadline of 4.00pm on Friday 30th October 2026 to be considered (or, if a student enrolls after this date, within 10 working days of their enrolment).

Funding for the bursary is allocated at the start of the academic year. Any applications received outside of the above deadlines will not be considered.

If you have not received your finance entitlement letter by the deadline, you should still submit your online bursary application but it will not be processed until proof of eligibility is received.

A new application must be submitted for each year of study.

PAYMENT INFORMATION

Bursary payments will be made in 3 equal instalments on:

Friday 4th December 2026

Friday 5th March 2027

Friday 30th April 2027

Payments are transferred directly into your nominated bank account. Please allow up to 14 days for payments to reach your account.

Please ensure that the bank account details given to us are correct and submitted by Friday 30th October 2026 to prevent any delay.

Applying for your Bursary

To apply, please complete the online application form. It only takes a few moments.

If you prefer, we can provide a paper version.

Email he.team@nottinghamcollege.ac.uk or call 0115 838 0612.

If using the paper version, detach the guidance notes and return to:

Helen Lucas
University-Level Study Team
Room G05 - NSEC
Nottingham College Basford
664 Nuthall Road
Nottingham
NG8 6AQ

If sending by post, make sure that the correct postage is paid.
If the College is charged for any underpayments, these will be deducted from your first bursary instalment.

Paper applications can also be handed in to the University-Level Study Team office (Room G05) on the ground floor of the NSEC block at Basford.

All applications must be received by 4.00 pm on Friday 30th October 2026 to be considered.

Email confirmation of eligibility for the bursary will be sent within 14 days of receipt of your application.

For further information, or if you have any questions, please contact the Bursary Team on 0115 838 0612 or email: helen.lucas@nottinghamcollege.ac.uk



FILL THE FORM HERE

IT PAYS TO STAY

LOYALTY PAYMENTS FOR EXISTING NOTTINGHAM COLLEGE STUDENTS STAYING WITH US ON A UNI-LEVEL COURSE.

We're excited to tell you about an amazing opportunity for our Level 3 students progressing on to a uni-level course with us this September.

If you're an existing Level 3 Nottingham College student progressing to a full-time uni-level course at the College in September 2026, you can apply for our Loyalty scheme and receive £500 in each year of university-level study.

THAT'S UP TO A MAXIMUM OF £1,500 IF YOU STAY FOR 3 YEARS!

This bonus - paid into the bank each term - can be used any way you like. This could help with travel, a new laptop, software, books, or materials. It's entirely up to you!

The £500 bonus will be paid in each academic year as follows:

£125
in December

£125
in March

£250
in June

Check the online application form for full details and Terms and Conditions.

If you prefer, we can provide a paper version.

Email he.team@nottinghamcollege.ac.uk or call 0115 838 0612. If using the paper version, detach the guidance notes and return to the HE Office at this address:

Helen Lucas
University-Level Study Team
Room G05 - NSEC
Nottingham College Basford
664 Nuthall Road
Nottingham
NG8 6AQ

As with all our financial support packages, for further information, or if you have any questions, pop into the HE Office at Basford, call us on 0115 838 0612 or email: helen.lucas@nottinghamcollege.ac.uk



**FOLLOW THE
QR CODE TO
COMPLETE THE
APPLICATION
FORM**

FILL THE FORM HERE



Childcare Support & Facilities

Our 'Once Upon a Time' day nursery at The Adams Building in The Lace Market offers children a safe and welcoming environment in which to learn and develop.

Childcare professionals work with parents to ensure that the nursery experience is tailored to their child's individual needs.

Parents can expect:

- High quality provision rated as 'Good' by OFSTED.
- Highly qualified childcare team.
- A dedicated key person for their child.

Contact

If you'd like to arrange a visit or require any further information, please contact the nursery team directly:

CITY (ADAMS): 0115 838 0573

EMAIL: nurseryadams@nottinghamcollege.ac.uk

Financial support for students with dependants

Full-time students with child or adult dependants may be eligible for financial help. These grants are paid in addition to the standard package and don't normally have to be repaid (unless you leave your course early). The amount payable is determined by your household income and that of any dependants.

There are 3 main grants available:

- Childcare Grant
- Parents' Learning Allowance
- Adult Dependants' Grant

This helps with your childcare costs during term-time and holidays. You can receive 85% of your childcare costs or a fixed maximum amount - whichever is less. The scheme covers children under 15, or young people under 17 with special educational needs.

Childcare Grant (CCG)

Childcare Grant is paid directly to the childcare provider, and applications can be made as part of your main student finance application.

In academic year 2026-27, the maximum you can receive is:

- up to £199.62 a week for 1 child.
- up to £342.24 a week for 2 or more children.

Example 1: If your childcare for 1 child costs £100.00 a week you'll get £85.00 - this is 85% of your costs.

Example 2: If your childcare for 1 child costs £250.00 a week, you'll get £199.62

(85% of your costs would be £212.50 - this is more than the maximum weekly cap).

You have to pay any costs - above the maximum - to the provider.

How Childcare Grant is paid

The grant is paid into a special Childcare Grant Payment Service (CCGPS) account.

Your childcare provider will send requests for payment to the CCGPS, which you approve. Your provider is paid directly and any money left over in the account at the end of the academic year is returned to Student Finance England.

You can find out more information on what help is available and how to apply from Student Finance England: www.gov.uk/childcare-grant

Parents' Learning Allowance (PLA)

If you're on a low household income (less than £18,835 this year) and have dependent children, you can apply for extra help with course-related costs, such as books, study materials and travel.

You can receive up to £2,024* a year, and you don't have to be paying for childcare to qualify.

PLA is paid on top of your other student finance and does not have to be paid back.

Apply as part of your standard student finance application. You can find out more at Student Finance England's website: www.gov.uk/parents-learning-allowance

Adult Dependants' Grant (ADG)

If you have a spouse, partner or other adult who depends on you financially, you can apply for up to £3,545* a year, as determined by your household income.

ADG does not have to be paid back, but may affect any income-related benefits and tax credits you might already receive.

The amount you could receive depends on:

- your income
- the adult dependant's income
- your personal circumstances, for example if you're married or have children
- what other grants you're receiving, for example Childcare Grant

Please note that grown-up children don't count as adult dependants, and you won't be eligible for ADG if a dependant adult is a student receiving student finance.

Apply as part of your standard student finance application. You can find out more at the Student Finance England website: www.gov.uk/adult-dependants-grant

Advice and Support for Disabled Students

The College welcomes applications from disabled students entering university-level study.

We support students with physical and sensory impairments, specific learning difficulties, developmental/autistic spectrum disorders, mental health difficulties, and long-term health conditions.

In line with the Equality Act 2010, the College makes reasonable adjustments to support disabled students. Our particular aim is to support students, as far as possible, to study independently and successfully.

Our Additional Learning Support team is the initial point of contact for disabled students applying to enter the College. We strongly recommend that you get in touch to discuss your individual requirements as soon as possible.

You can contact the team by telephone on 0115 838 0970 or by email to: AdditionalLearningSupport@nottinghamcollege.ac.uk

Disabled Students' Allowance (DSA)

If you're a UK student on a higher education course, you may be eligible for Disabled Students' Allowance (DSA) to help with extra study costs arising from your disability.

This grant doesn't depend on your income, has no age limit for eligibility and won't affect any state benefits you may receive (such as Disability Living Allowance).

You don't have to repay any grants made under this scheme.

Disabled Students' Allowance can help to pay for:

- specialist equipment (such as low-vision aids or ergonomic equipment) .
- specialist software (such as voice-activated software).
- study support (such as BSL interpretation, a mobility assistant, or mentor).
- additional costs (such as extra books, learning materials, photocopying).
- travel (for example, if you're unable to use public transport to attend lectures).

How to apply for DSA

Allow plenty of time to get the support you need, so check if you're eligible for DSA and apply as soon as possible. You'll be asked as part of your student finance application if you are applying for DSA. Download an application form or ask for one to be posted to your home. You'll need to complete and return the form with the required medical evidence.

You will need to prove that you have a condition which affects your ability to study. This could include:

- disability
- medical condition
- sensory impairment
- mental-health condition or
- specific learning difficulty (such as dyslexia or dyspraxia).

Medical evidence (in the form of a letter or report) should be from a GP, consultant or specialist practitioner. If you had a diagnostic assessment before the age of 16, it may need updating.

For more information:

England Student Finance England	0300 100 0607 Textphone 0300 100 1693	www.gov.uk/disabled-students-allowances-dsas
Northern Ireland Student Finance NI	0300 100 0077 Textphone/Relay UK 18001 then 0300 100 0077	www.studentfinancenl.co.uk
Scotland Student Awards Authority Scotland	0300 555 0505 Textphone/Relay UK 18001 then 0300 555 0505	www.saas.gov.uk
Wales Student Finance Wales Cyllid Myfyrwyr Cymru	0300 200 4050 Textphone 0300 100 1693	www.studentfinancewales.co.uk www.cyllidmyfyrwryrcymru.co.uk

Information in alternative formats:

You can order student finance application forms and guides in Braille, large print or audio by calling 0141 243 3686 or emailing brailleandlargefonts@slc.co.uk with the following information:

- Your name and address.
- Your Student Loans customer reference number and
- Details of which document(s) you require.

Support for Care Leavers

Nottingham College recognises the unique challenges faced by care leavers when entering university-level education.

Currently in England, only 6% of care leavers study at uni, compared to 38% of 19-year-olds generally. Embarking on a degree can be daunting for any student but particularly for care leavers, who may not have support structures to help.

We are keen to welcome and support care leavers on all of our uni-level programmes. With smaller than average class sizes, we provide a friendly and close-knit student community, with supportive staff who will soon get to know you personally. We are happy to offer support, advice and guidance from initial enquiry and application all the way through your chosen course to graduation.

Using guidelines from the support organisation Become - we define a care leaver as being:

“a young person who has been looked after for more than 13 weeks since they were 14, including some time at age 16 or 17.”

Applications

We consider all applications from care leavers on an individual basis. The offer of a place may be based on any special circumstances outlined in the application. Whilst we recommend keeping to the UCAS advisory deadlines, we are happy to consider applications throughout the applications cycle. Late applicants (such as those received during Clearing) will receive equal consideration where course vacancies still exist.

Please email he.team@nottinghamcollege.ac.uk or call 0115 838 0700 for further advice on our current vacancies.

General Information and Resources

The following UK-based organisations provide useful resources and can offer support and guidance for care leavers planning to study at university-level:

National Network for the Education of Care Leavers	www.nnecl.org
Become (formerly Who Cares Trust)	www.becomecharity.org.uk
Buttle UK (formerly Frank Buttle Trust)	www.buttleuk.org
Propel	www.propel.org.uk

College Financial Support for Care Leavers

If you're a care leaver from England or Wales starting uni-level study for the first time before your 25th birthday, you may be entitled to a one-off bursary from your local education authority (LEA). The amounts and timings of bursary payments are usually agreed between yourself and the authority. Please contact your LEA directly for further information.

The College offers a Care Leavers' Bursary of £2,000 in each year of study, in addition to our other bursaries. There's an application form (covering all three schemes) in this Welcome Pack.

Just tick the box on the form to confirm that you are a Care Leaver and provide evidence in the form of a letter - on headed paper - from your Leaving Care Worker, Social Worker, Personal Adviser, local authority or another professional person (such as your Head Teacher).

To qualify for the Care Leavers' Bursary you must be:

- Studying a full-time undergraduate course;
- A UK student under the age of 25 at the start of your course;
- A Care Leaver – according to Become - defined as: "...a young person who has been looked after for more than 13 weeks since they were 14, including some time at age 16 or 17."

Once you've started your course, you'll normally receive quite large sums of money in one go so you should manage this carefully to last through the term.

As this may be the first time you've had to handle large sums of money, our named point of contact - Helen Lucas - is very experienced in finance matters and can provide advice and guidance on budgeting.

A named contact to support you

All matters are treated in confidence and referrals to other departments or agencies made with your permission.

You can contact Helen as follows:

In person/by post:	Helen Lucas Student Finance & Welfare Officer University-Level Study Team Room G05 - NSEC Nottingham College Basford 664 Nuthall Road Nottingham NG8 6AQ
Direct Telephone:	0115 838 0612
Email:	helen.lucas@nottinghamcollege.ac.uk



Looking forward to your Graduation...

And although it may seem like a long way off at the moment, the big day will come round very quickly.

After all the dedication, challenges, and personal growth, you'll have the unforgettable experience of walking along the red carpet to collect your degree - celebrating your achievement in style in front of fellow graduates, VIP guests, family and friends at our prestigious Graduation Ceremony, held in November each year.

It's so much more than a ceremony - it's a moment that marks how far you've come and everything you've achieved. It's the reward for your perseverance, late nights, and the commitment you bring from day one.

So, as you begin your journey with us, keep that vision in mind: your name being called, your future wide open, and the cheers of those who believed in you.

You're not just starting a course - you're launching on a path toward something truly life-changing!

Notes



UNIVERSITY
LEVEL

**We hope that this Welcome Guide
has been of use.**

**If you have any suggestions for additional information which could
be incorporated into future editions, do please let us know.**

We'd be delighted to hear from you.

If you have any other questions, please don't hesitate to get in touch.

Our contact details are:

0115 838 0700 | 0115 838 0610 | 0115 838 0612 | 0115 838 0541

Email: he.team@nottinghamcollege.ac.uk

**On behalf of everyone at Nottingham College ... enjoy the summer
and we're all looking forward to seeing you in September!**

P.S. and good luck with your results in the meantime...